



# IDAHO

DEPARTMENT OF FINANCE

C.L. "BUTCH" OTTER  
Governor

GAVIN M. GEE  
Director

**TO: All Idaho Mortgage Broker, Mortgage Lender and Mortgage Loan Originator Licensees**

**FROM: K.C. Schaler, Supervising Examiner/Licensing**

**DATE: February 25, 2010**

**RE: Federal Criminal Background Checks through NMLS**

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The purpose of this letter is to inform you that all mortgage loan originators licensed in the state of Idaho must request a federal criminal background check and provide fingerprints to the Nationwide Mortgage Licensing System and Registry (NMLS) by the date shown below. Failure to do so may result in the termination of your conditional mortgage loan originator's license in the state of Idaho.

## **DEFINITIONS OF "NEW" AND "EXISTING" LOAN ORIGINATORS IN IDAHO**

- **New Mortgage Loan Originators:** Mortgage Loan Originator licensees approved on or after July 1, 2009 and before August 1, 2010;
- **Existing Mortgage Loan Originators:** Mortgage Loan Originator licensees approved on or before June 30, 2009;

## **WHAT YOU NEED TO KNOW:**

**New applicants:** New license applicants must provide fingerprints to NMLS and request a criminal background check prior to July 31, 2010.

**Existing mortgage loan originators:** Existing loan originator licensees must provide fingerprints to NMLS and request a new criminal background check prior to the earlier of: (i) December 31, 2010, or (ii) the filing of annual license renewal beginning on November 1, 2010. **Please note that no license renewals will be approved until the fingerprint process has been completed and reviewed by the Department.**

**NOTE:** No mortgage loan originator license will be approved on or after August 1, 2010, until fingerprints have been provided to the NMLS and the results of the criminal background check have been received and reviewed by the Department.

### **WHAT YOU NEED TO DO:**

NMLS has added functionality to the MU4 filing process that allows mortgage loan originators and sponsoring companies to authorize, request, and pay for a federal criminal background check within the NMLS system. You can access this functionality by logging into your account on NMLS.

After submitting a filing with a federal criminal background check request, mortgage loan originators can schedule an appointment to have their fingerprints electronically captured at one of over 700 sites nationwide. Mortgage loan originators not located within a reasonable commuting distance of an NMLS approved fingerprint site will be afforded an opportunity to submit paper fingerprint cards through the NMLS approved vendor.

The cost of the federal criminal history background check collected through NMLS is \$39.00. This fee includes electronic print capture at an NMLS approved fingerprint site and covers all states in which a mortgage loan originator is applying for licensure **at one time**. Additional fees apply if a mortgage loan originator chooses to submit a paper fingerprint card.

### **WHERE YOU CAN FIND OUT MORE INFORMATION:**

Full information concerning federal criminal background check processing can be found in NMLS and at the [NMLS Resource Center](#) under “Professional Requirements.”

Information concerning the criminal standards for mortgage loan originator licensure in Idaho can be found at: <http://finance.idaho.gov> in the “Loan Originator and Mortgage Forms” section.

If you have any questions, please contact the Licensing Section of the Idaho Department of Finance at: (208) 332-8002, or email the Department at: [mortgage@finance.idaho.gov](mailto:mortgage@finance.idaho.gov)